

UNITED STATES BANKRUPTCY COURT DISTRICT OF CONNECTICUT

NOTICE

ELECTRONIC CASE FILING (ECF) TRAINING

Training for Electronic Case Filing will be available using

****On-line Training Tutorials****

OR

****Classroom training conducted at the court's three locations****

You are strongly encouraged to fully review the Court's Administrative Procedures for Electronic Filing prior to any training.

Online training tutorials can be accessed at your convenience and as often as you like. It is highly recommended that you access the tutorials as soon as possible in order to prepare yourself for the process of filing documents electronically. Accessing the on-line tutorials early will allow you to pace yourself and concentrate on areas of concern. Upon completion of the on-line training tutorial, the on-line test must be taken and a completed copy must be submitted along with your registration form to the U.S. Bankruptcy Court. Your registration package should be submitted to the court no later than July 21. If it is determined that further training is required, you will be notified of any areas of concern. Prior to receiving a login and password you may be required to retake the on-line test or attend classroom training.

Classroom training will be conducted at all three court locations on most Mondays, Wednesdays and Fridays during the months of June and July. Classes will begin at 9:30a.m. and last at least until 3:00 p.m. Due to limited class sizes, classroom training prior to August 1, 2005 will be limited to the registering attorney and one staff member. Classroom training for new attorneys, all staff, and those who did not register prior to August 1 will be available on a less frequent basis. A schedule of continuing classes will be available after August 1. On-line training will remain available 24/7 indefinitely.

Please refer to the court's website www.ctb.uscourts.gov, CM/ECF Training Section for the classroom training schedule. If you choose to attend classroom training you must sign up by June 30.

Logins and passwords for those who timely submit their completed registration packages and successfully complete the exam will be issued prior to August 1.